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CONFIDENTIAL

MINUTES

TRAINING OFFICERS MEETING

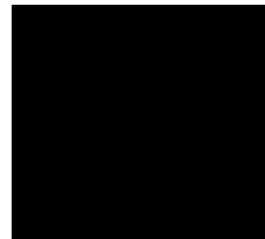
Thursday  
2 Sep 54

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NO CHANGE in Class. ☐  
☐ DECLASSIFIED

Class. CHANGED TO: TS  
Auth: BDA Memo, 4 Apr 77  
Date: 6 Feb 79 By: Q2

Attendance:

Mr. Baird, D/TR



25X1A

1. Language Training:

There was a discussion of the OTR staff study on language training, which Mr. Baird said was based on material obtained from the operational divisions. [REDACTED] made three points in regard to language training:

- a. The divisions consider language an additional qualification for a case officer, and not a prime requisite; they feel they cannot spare a man for one year or more of language study. It was decided that [REDACTED] should consult with [REDACTED] on the OTR staff study on this subject. *addition on correction sheet*
- b. A memo from the AD/Personnel outlined an incentive awards program for language study based on the [REDACTED] procedures. [REDACTED] stated he did not believe it would be approved, as there were felt to be sufficient incentives in the career development program. *25X1C*
- c. There has been a decline in effectiveness of the German language films shown to trainees, due to a mixup in the assembly of reels by Graphics Registry. [REDACTED] suggested uncleared JOT's could be put to work on sorting and assembling these films. OTR will look into the possibility. *25X1A*

[REDACTED] stated that in SR Division, no promotions are possible for a language trainee until he has satisfactorily completed his studies and been assigned to a position. She also said that no student progress reports had been received for students enrolled in external language courses. [REDACTED] was advised to consult with [REDACTED] regard-

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2. Government Life Insurance Plan:

25X1A [redacted] brought up the matter of informing trainees [redacted] of the 3 Sep 54 deadline for filling out Form 53, Waiver of Life Insurance Coverage. He contacted [redacted], who made arrangements for the form to be forwarded [redacted] completed, and returned in time. 25X1A

3. Content of ACO:

25X1A [redacted] reported that the ACO will include the items brought up by 25X1A [redacted] on 26 August 1954. He pointed out that there is still only one enrollment for the October running of the course. [redacted] is 25X1A screening names of candidates in FI. [redacted] remarked that [redacted] 25X1A will be on board in OTR within a few days.

4. Course Titles:

25X1A Mr. Baird had lists of new course titles distributed to those present. It was agreed to change the abbreviation for the Operations Support Course to "OS" to avoid confusing it with the Operational Security Course (OSC). [redacted] suggested that lists containing both old and new titles be distributed at the desk level; this will be done. [redacted] said such lists will also be included in the Course Catalog. 25X1A

5. New Quota Training System:

25X1A Mr. Baird read excerpts from a staff study prepared by OTR which has gone forward in draft form for concurrence of the DD/P. The study points out that the quota system of having 5% of total clandestine staff personnel, Headquarters and overseas, in training continuously is an attempt to stockpile skills for emergency operations. Mr. Baird emphasized that this means of increasing professional skills of personnel in present and future assignments is the first stage only, and must be followed by manpower and training planning on an orderly basis. [redacted] said that the FI staffs concur in principle that the quota system is acceptable on a short-time basis, but recognize the need for future planning. The Chief, FI, has issued instructions to his staffs to comply with the 5% quota on a quarterly system based on 13-week periods; the first quarter is to begin on 1 September 1954. [redacted] stated that [redacted] has a similar memorandum and handed out mimeographed sheets being used by [redacted] staffs and divisions to determine training enrollments on a man-weeks quota basis. 25X1A

6. Basic CE Courses:

[redacted] said that the "nuts and bolts" aspect of the Basic CE course will be emphasized as suggested by incorporating practice in basic techniques into the problem at the beginning of the course. [redacted] has 12 names he is screening for the ACE. 25X1A

7. Status of the Inventory of Overseas Training:

The report to DD/P on group training [redacted] overseas, 25X1C  
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25X1A

[redacted] stated, is an analysis of security factors, level of instruction, etc., covering 25 projects and [redacted] It is a TOP SECRET document having limited distribution. Recommendations made in broad terms in the report are: (a) closer coordination and review at Headquarters level during the planning stage, and (b) empowering OTR to provide technical review, support and guidance to overseas training. [redacted] anticipates that the report will be approved by I & RS; he believes that I.G. will receive a copy. 25X1A

8. Audio-Surveillance Course:

25X1A

[redacted] brought up the question of content of the course; he believes the FI-OTR type of instruction should be given first, then the technical aspects. He suggested it might be advisable to duplicate Headquarters technical equipment and devices [redacted] Mr. Baird agreed that this would be desirable. 25X1A

25X1A

9. Representation of OTR at Meeting with Division TO's, 3 September:

25X1A

[redacted] indicated that additional OTR representatives would be welcome at the meeting. A representative of the A & E Staff and [redacted] of the Registrar's Office will attend. 25X1A

25X1A

10. Discussion of Language Training:

Covered in paragraph 1.

11. Minutes of the Meetings:

25X1A

[redacted] expressed the desirability of providing copies of the minutes to all Division Training Officers. Ten copies will be forwarded to [redacted] for distribution to the TO's. 25X1A

25X1A

12. General:

25X1A

25X1A

a. [redacted] asked for a list of contacts in OTR. [redacted] stated that Division TO's should make such contacts through the Senior Staff TO.

25X1A

b. It was determined that contacts [redacted] should be arranged through [redacted], for training matters, and [redacted], for administrative and transportation matters. 25X1A

25X1A

c. [redacted] raised the question of participation by the Office of Communications in the WPSC. He will consult with [redacted] on the Commo aspects of the course. 25X1A

25X1A

d. [redacted] inquired about progress reports on trainees in Phases II and III; he has received no reports on unsatisfactory progress. [redacted] will check and advise on the reports. 25X1A

25X1A

e. Mr. Baird noted that requests for movie projects are being received on an average of every three months from various Offices. There

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is need for coordinating requirements; it may be desirable to have a movie production section for the Agency. [REDACTED] will coordinate within DD/P.

25X1A

f. Mr. Baird requested those present to read a memorandum titled, "Current Policies Pertaining to External Training," and be prepared to discuss it at the next meeting.

Attachments 6

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*JASR*  
*HL*

CORRECTION OF MINUTES - TRAINING OFFICERS MEETING 2 September 1954.

Paragraph "1. Language Training:" Corrected to read as follows:

"a. The divisions consider language an additional qualification for a case officer, and not a prime requisite; they feel they cannot spare a man for one year or more of language study unless they have first assured themselves of his ability as a case officer. It was decided that [REDACTED] should consult with [REDACTED] on the OTR staff study on this subject."

25X1A

25X1A

25X1A

[REDACTED] stated that in SR Division, external language training acts neither as a guarantee of promotion nor as a deterrent to it. She also said that no student reports had been received for students enrolled in external language courses [REDACTED] was advised to consult with [REDACTED] regarding reports.

25X1A

25X1A

25X1A

Paragraph "5. New Quota Training System:" Corrected to read as follows:

"Mr. Baird read excerpts from minutes of a meeting with General Cabell, Mr. Wiener and [REDACTED]. The minutes point out that the quota system of having 5% of total clandestine staff personnel . . . . ."

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